

DATE: SEPTEMBER 01, 2021

INS22011

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HUMAN RESOURCES ASSISTANT
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
HUMAN RESOURCES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER CLOSE SUPERVISION, THIS POSITION IS RESPONSIBLE FOR REVIEWING, MAKING REVISIONS AS NEEDED AND ENSURING THAT ALL KRONOS TIMECARDS ARE ACCURATE FOR WVABCA EMPLOYEES. ACTS AS LIAISON WITH WVABCA MANAGERS AND EMPLOYEES WITH TIMEKEEPING QUESTIONS AND OTHER HR RELATED ISSUES. PREPARES AN EXCEL GRANT SPREADSHEET MONTHLY FOR GOVERNOR'S HIGHWAY SAFETY PROGRAM WHICH TRACKS ALL OVERTIME. CONDUCTS NEW EMPLOYEE ORIENTATION FOR WVABCA. PROCESSES SOME PERSONNEL TRANSACTIONS IN WVOASIS. RESPONSIBLE FOR MAINTAINING PERSONNEL RECORDS WHICH INCLUDES PREPARING FILES FOR SCANNING. THIS POSITION WILL ASSIST PAYROLL UNIT WITH REVIEWING PAYROLL TO MAKE SURE IT IS ACCURATE FOR WVABCA EMPLOYEES. RESPONSIBLE FOR MAINTAINING VARIOUS LOGS FOR THE AGENCY AND ASSIST IN VARIOUS TASKS TO ASSIST THE HUMAN RESOURCES DIRECTOR. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.
JOB REQUIRES EXCELLENT ORAL COMMUNICATION SKILLS AND ATTENTION TO DETAIL. ABILITY TO WORK WITH HIGHLY SENSITIVE INFORMATION AND MAINTAIN CONFIDENTIALITY IS REQUIRED. PREFERENCE WILL BE GIVEN FOR KNOWLEDGE OF OASIS AND KRONOS SYSTEM. ATTENDANCE IS REQUIRED TO ADEQUATELY PERFORM ESSENTIAL DUTIES.

REQUIREMENTS: TRAINING: HIGH SCHOOL DIPLOMA OR THE EQUIVALENT.
EXPERIENCE: TWO (2) YEARS OF FULL-TIME OR PART-TIME EQUIVALENT PAID CLERICAL EXPERIENCE, ONE (1) YEAR OF WHICH MUST HAVE BEEN IN A SUPPORT OR PARAPROFESSIONAL ROLE IN HUMAN RESOURCES, PAYROLL, BOOKKEEPING OR ACCOUNTING.
SUBSTITUTION: CANDIDATES MAY SUBSTITUTE EDUCATION FOR THE REQUIRED EXPERIENCE AT THE RATE OF ONE (1)

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YEAR OF EXPERIENCE FOR EACH THIRTY (30) SEMESTER
HOURS OF EDUCATION.

NOTE: A VALID DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 008 \$22,794.00 - \$42,168.00

DEADLINE: SEPTEMBER 10, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CHRISTINA WICKLINE
900 PENNSYLVANIA AVE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS22011 ON APPLICATION